

# Rainier School District #13

## Student/Family Handbook



**2021-22 School Year**

## Table of Contents

|   |    |
|---|----|
| Introduction.....                                       | 2  |
| Rainier School District School Board Members.....       | 3  |
| District Contact Information.....                       | 4  |
| Superintendent Welcome.....                             | 5  |
| Rights and Responsibilities.....                        | 6  |
| Building Security/Student Safety.....                   | 7  |
| Transportation.....                                     | 8  |
| Student & Family Information.....                       | 10 |
| Student Chromebook Agreement.....                       | 14 |
| Health and Safety.....                                  | 15 |
| Student Services.....                                   | 17 |
| Fees*.....  | 18 |
| Code of Conduct.....                                    | 19 |
| Consequences for Negative Behavior.....                 | 23 |
| Athletic Information.....                               | 29 |
| Hudson Park Elementary School Specific Information..... | 32 |
| Rainier Jr./Sr. High School Specific Information.....   | 37 |
| Counseling.....   | 38 |
| Athletic/Extracurricular Activity Policy.....           | 45 |
| Music/Co-Curricular Activity Policy.....                | 46 |
| Middle School Athletic Eligibility.....                 | 46 |
| Hudson Park Elementary School Title I Compact.....      | 50 |
| Acknowledgement.....                                    | 51 |

# Introduction

Rainier School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

For more information, go to <https://www.rainier.k12.or.us>.

For all policies, go to <https://policy.osba.org/rainier/>.

The material covered within this handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material combined herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

**All students are held responsible for knowing and abiding by the regulations in this handbook. All rules and regulations apply to students during the school day, anytime a student is on school grounds, and at any school-sponsored activity, home or away.** School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities. Also, in order to maintain a safe and orderly environment, school personnel have the authority and responsibility to question students regarding their conduct and conduct of others. Discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

*Please note: as a result of the COVID-19 pandemic and necessary safety precautions, some items within this handbook may have been changed to ensure safety for all (ex. Visitor protocols, volunteers, transportation, etc.).*

# Rainier School District School Board Members

The Rainier School Board is responsible for providing a quality educational program for our students. The Board's main job is to establish District policy. Board members serve four-year terms without pay. The Board hires and supervises the Superintendent, who is responsible to carry out Board policies, provide educational leadership and manage the District's budget and staff.

To get in touch with any Board director, you may contact them directly or call the School Board Secretary, Shalana Harrison @ 503-556-3777. Board member contact information is available on the district website.

Do you have something to say to the School Board?

An email message sent to boardmembers@rsd.k12.or.us will be immediately forwarded to all School Board members and the Superintendent. If you would like a response from the Board, please provide your name and preferred method of contact. The Board Chair will respond as soon as possible. Anonymous messages will not be responded to.

Regular Board Meetings are held the second Monday of each month in the district's boardroom, starting at 6:30 p.m.

To submit a Public Comment please use our Google form located on our website under "School Board"

**Dr. Elaine Placido**

Zone 6 At-Large, Chairperson  
Elaine\_placido@rsd.k12.or.us

**Ms. Kari Hollander**

Zone 2, Vice Chairperson  
Kari\_Hollander@rsd.k12.or.us

**Mrs. Elizabeth Richardson**

Zone 1, Director  
Elizabeth\_Richardson@rsd.k12.or.us

**Mr. Rod Harding**

Zone 3, Director  
Rod\_Harding@rsd.k12.or.us

**Mr. Noel Hisey**

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**Mrs. Christine Usher**

Zone 5, Director  
Christine\_Usher@rsd.k12.or.us

**Mrs. Christina Hendricks**

Zone 7 At-Large, Director  
Christina\_Hendricks@rsd.k12.or.us

Mailing Address:

Rainier School District #13  
28168 Old Rainier Rd.  
Rainier, OR 97048

# District Contact Information

## District Office

28168 Old Rainier Road  
Rainier, OR 97048  
Phone: 503-556-3777

|                             |                       |
|-----------------------------|-----------------------|
| Superintendent:             | Dr. Joseph Hattrick   |
| Administrative Assistant:   | Ms. Shalana Harrison  |
| Technology Director:        | Mr. Nick Hansen-Sedor |
| Business Manager:           | Mr. Kevin Hansen      |
| Facilities Director:        | Mr. Boyd Brown        |
| Student Services Director   | Mrs. Heidi Schafer    |
| Nutrition Services Director | Mrs. Debby Webster    |
| Certified Behavior Analyst  | Ms. Joelle Handley    |

## Hudson Park Elementary School

28176 Old Rainier Road  
Rainier, OR 97048  
Phone: 503-556-0196

|                         |                      |
|-------------------------|----------------------|
| Principal:              | Mrs. Megan Keplinger |
| Secretary:              | Mrs. Christina Linz  |
| Registration Secretary: | Mrs. Erin Knox       |
| Counselor:              | Mrs. Sara Gray       |

## Rainier Jr./Sr. High School

28170 Old Rainier Road  
Rainier, OR 97048  
Phone: 503-556-4215

|  |                       |
|--|-----------------------|
| Principal:                               | Mrs. Michelle Tullock |
| Dean of Students/H.S. Athletic Director: | Mr. Riley Couch       |
| Registrar/Attendance Secretary:          | Mrs. Monica Rea       |
| Athletic Secretary:                      | Ms. Janice Rice       |
| Counselor:                               | Mr. Aaron Fugere      |
| M.S. Athletic Director:                  | Mr. Greg Miller       |

# Superintendent Welcome

Dear Parents and Guardians:

I am so happy that you have chosen Rainier School District as your child's school district! The district's leadership team, faculty, and staff welcome you to a new and exciting school year. *The 2021-2022 Student/Family Handbook* is designed as a guide for you, your child and our school community. Please spend some time to thoroughly read this handbook and discuss it with your child.

The Rainier handbook has been developed in a way to provide families with one document regardless of your child's grade level. This District Student/Family Handbook presents all general information followed by a section devoted to students at Hudson Park Elementary and ends with a section for Rainier Junior Senior High. Our hope is that through one, unified handbook all families in the district will be informed of the procedures and expectations.

Parents play a critical role in the success of their children. They are their child's first teacher and take the role of the school's team member with the collective goal of educating our diverse community. This handbook includes contact information for the School's leadership team, general information about our academic program, and specific School policies and procedures which, if followed consistently, will contribute to the development of a strong community and assist us in becoming an excelling school district. The handbook also describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment for all students. This handbook acts as an extension of our school board policies which can be found at [rainier.k12.or.us](http://rainier.k12.or.us). If there are any inconsistencies within this handbook, the district policy will serve as the guide.

It is our intent to provide all families with general information regarding our policies, procedures and practices to better inform you about your child(ren's) rigorous and safe learning environment. Should you have a question that is not answered within these pages, please feel free to contact me, another member of our school leadership team, or your child's teacher.

At Rainier School District, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,



Dr. Joseph Hatrick

Superintendent

[Joseph\\_hatrick@rsd.k12.or.us](mailto:Joseph_hatrick@rsd.k12.or.us)

# Rights and Responsibilities

## *Students*

All students are held responsible for knowing and abiding by the regulations in this handbook. All rules and regulations apply to students during the school day, anytime a student is on school grounds, and at any school-sponsored activities, home or away. School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities. Also, in order to maintain a safe and orderly environment, school personnel have the authority and responsibility to question students regarding their conduct and conduct of others. Discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community.

## *Parents*

All students must have current emergency contact information on file within the first week of attendance. Please notify the office immediately of any changes in address, phone number, contacts, etc.

If parents are legally separated or divorced, each parent has equal rights to the custody of the child/children unless a parent has a court order that indicates which parent has custody of the child/children. The school must have a copy of the court order on file, otherwise, either parent, with proper identification, may check the child out of the school. If a parent comes to the school with a current court order stating that they have custody, then by law that parent may check the child/children out of school.

We ask parents to get involved. Education succeeds best when there is a strong partnership between home and school. The school/parent partnership thrives on effective communication. We ask families to:

1. Encourage their child to put a high priority on their education.
2. Stay informed about school activities and issues.
3. Consider serving on a committee as needed.
4. Become a volunteer.

# Building Security/Student Safety

## *Building Security*

To ensure that the building remains a safe and secure place for your child to attend School, the following procedures will be enforced. Your cooperation and understanding are greatly appreciated.

1. Students are not allowed to be on campus earlier than 15 minutes prior to the start of school.
2. All visitors must check into the office as soon as they enter one of the buildings. Visitors tags will be issued and must be worn in a visible place at all times to help students and staff recognize them as authorized visitors. *Visitors are limited this year due to the pandemic.*
3. All doors will be locked except when being used by groups of students to pass to and from activities.
4. Anyone on school property unknown to staff will be questioned if they do not have the appropriate tag/badge. We recognize that these procedures may cause some inconvenience, but for the safety of our students is our main concern.

## *Restricted Areas*

Without school personnel supervision, the following areas are restricted from student use during the school day:

- Parking lots and access roads
- All areas beyond the driveways (to include ponds)
- Athletic fields, dugouts and trails
- Teachers lounges and work areas
- Locked areas (without school personnel supervision)
- Roof areas
- Columbian Room
- Greenhouse & surrounding areas
- Entire athletic complex

No school facility or property is to be used without clearance through the school administration.

## *Emergency Procedures*

### **Notification**

Safety and security are a top priority for the Rainier School District. In the event of a school closure, delay, or emergency, there are 4 ways we'll communicate information.

To get information as quickly as possible, please connect with us in the following ways:

1. Blackboard - Receive automated phone calls for any child enrolled in RSD.
2. Social Media - Follow our school pages on Facebook.
3. Rainier Jr./Sr. High School & Hudson Park Elementary Website - We'll post information on the District home page @ <http://www.rainier.k12.or.us/>
4. Flash Alert - Subscribe to FlashAlert notifications @ <http://flashalert.net/news.html?id=52>

\*You may also check local radio stations and Portland television stations (Channels 2, 6, 8 and 12). We get this information out as quickly as possible once the decision has been made. Students will be dropped at their usual bus stops unless we have announced snow routes or other arrangements have been made.



### *Emergency Drills*

Fire drills are conducted monthly and students are expected to follow staff directions quickly and quietly and in an orderly fashion. At least two earthquake drills will be conducted each year.

Other emergency drills, including lock-down drills, will be held from time to time throughout the year.

## Transportation

Mid-Columbia Bus Company provides the transportation services for our district. If you need bus route information, please see our website, [rainier.k12.or.us](http://rainier.k12.or.us) or contact MidCo at 503-556-9140.

### Riding the School Bus

#### *Basic Rules-*

listed under Oregon Administrative Rule 581-53-010 and are posted on each bus.

1. Pupils being transported are under the authority of the bus driver
2. Fighting, wrestling, or boisterous activity is prohibited on the bus
3. Pupils shall use the emergency door only in case of emergency
4. Pupils shall be on time for the bus both morning and evening
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus (this includes glass containers)
6. Pupils shall remain seated while the bus is in motion
7. Pupils will be assigned seats by the driver
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver (wait for the driver's signal before crossing and do not stop to check mail until the bus is out of site)
9. Pupils shall not extend their hands, arms, or heads through bus windows
10. Pupils shall have written permission to leave the bus other than at home or school (slip must be turned into the office by 12:30 pm on the same day and have school stamp)
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited
12. Pupils shall not open or close windows without the permission of the driver
13. Pupils shall keep the bus clean and must refrain from damaging it
14. Pupils shall be courteous to the driver, to fellow students, and any passerby
15. PUPILS WHO REFUSE TO OBEY PROMPTLY THE DIRECTIONS OF THE BUS DRIVER OR REFUSE TO OBEY REGULATIONS MAY FORFEIT THEIR PRIVILEGE TO RIDE ON THE BUSES

To change busses, we require a bus note or written notice (*only permanent bus changes are permitted due to cohorting*). PreK, Kindergarten and First Grade students will only be released from the bus when the driver can see a responsible person at the stop for that student.

#### *Violations*

Rainier's rules follow state guidelines and types of violations are listed on the back of conduct reports.

They are categorized in three classes (A, B, C) based on the severity of misconduct. In order to assure that

discipline is progressive, the following guidelines are used. Bus drivers may use their own judgement in determining the severity of each situation as well as the appropriate consequence.

**Class A Violations** (Less Severe)

1st violation - Oral Warning

2nd - Written Oral Warning

3rd - Written Warning

4th - 3 Day Suspension

5th - 5 Day Suspension

6th - 10 Day Suspension

Further violations may result in a semester bus expulsion

**Class B Violations** (More Severe)

1st violation - 3 Day Suspension

2nd - 5 Day Suspension

3rd - 10 Day Suspension

Further violations may result in a semester bus expulsion

**Class C Violations** (Very Severe)

1st violation - 5 Day Suspension

2nd - 10 Day Suspension

Further violations may result in a semester bus expulsion

At the end of each semester, each student's disciplinary record may be cleared. However, discipline may be carried over into the next semester or school year if the violation occurs within the last three weeks of the period prior.

To resume riding a bus after a conduct report has been issued, the white copy **must be signed by a parent or guardian** and returned to either the bus driver or directly to the Transportation Office.

Please note that the main offices cannot make bus changes over the phone. Students are to bring a written note, issued by their legal parent/guardian to the main office by 12:30 pm on the day in which they are changing their bus routine. Students who do not bring in a note by the specified time will not be allowed to ride a different bus after school.

**Due to cohorting, specialty notes i.e.: going to a friend's house are not being accepted at this time.**

# Student & Family Information

## *Progress Reports and Report Cards*

Written reports of student grade, progress and absences shall be issued to parents quarterly at Hudson Park and after the conclusion of each semester at RJSHS. The reports will be emailed to parents. If you have questions or concerns please contact your student's teacher(s).

Incomplete grades are given to RJSHS students who, for unusual circumstances, are unable to complete course work in the allotted grading period. All incomplete grades not removed **within nine weeks** will be changed to an F unless prior written arrangements are agreed upon with the teacher.

## *Conferences*

Will be held twice during the school year. The first is held in November and the second is held in April. You will be notified prior to dates of any scheduled times or requests to schedule.

A parent who wishes to confer with a teacher may call the respective building office or email the teacher(s) directly for an appointment.

## *Promotion and Retention of Students*

The general policy of the District is to encourage and assist each pupil to move along in a continuous growth pattern of academic achievement in harmony with his/her normal educational, social and emotional development. The guiding philosophy for determining acceleration, promotion, or retention will be what is in the best interest of the student.

In arriving at a decision for either the acceleration or retention of a student, the teachers, principal and counselor(s) will assess many factors. The student's grades in core classes (English, Social Studies, Math and Science) are considered. Grade level expectations are that a student must earn at least a "C" to be on track. Other standards, which are part of this decision, include, emotional maturity, acceptable behavior, truancy, and scores earned on standardized tests such as the state assessment exams.

The school will be in contact with the parent/guardian of students who are experiencing serious academic difficulties. This communication will begin as soon as academic difficulties become apparent. The goal is to plan and implement strategies that will help the student. Parents will be notified in writing of concerns and will be provided an opportunity to meet with staff as these decisions are reached.

## *Residency - Refer to Board Policies - JECA, JECB, JECBA*

Students of school age who reside within the Rainier attendance area may attend school without paying tuition. Residents over age 21 may be admitted with the approval of the superintendent.

Nonresident students may be admitted to Rainier School District No. 13 with permission of the Superintendent. Any student who becomes a nonresident will be permitted to remain in school until the end of the school year.

## *Registration*

During registration the following should occur:

- Emergency Contact information is updated and Immunization form is completed
- Review of transcript if available/needed

- Review of Handbook and policies by administration, if enrolling after first week of school year
- Class schedule designed/Teacher assigned
- Tour of the building

### *Directory Information*

School district policy allows for the release of certain personally identifying information known as “directory information.” Directory information includes, but is not limited to: the student’s name, address, telephone listing, photograph, date of attendance, and most recent previous educational agency or institution attended.

The district may release directory information for use in school publications, other media and for such purposes as deemed appropriate by the principal or superintendent.

Parents who object to the release of any or all information have fifteen school days from the date this handbook is distributed to notify the District Office of their request.

### *Attendance*

Under Oregon law, (ORS, Chapter 339), all students between the ages of 7 and 18, who have not completed grade 12, are required to attend school regularly unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students, five or six years of age, who have been enrolled in a public school are required to attend regularly.

Any parent who fails to send a student to school within 3 days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student’s failure to attend school. Failure to send a student to school is a Class C violation of the law and is punishable by a court-imposed fine as provided by ORS 339.925. Additionally, a parent/guardian, or other person lawfully charged with the care of custody of a student under 15 years of age, may, under ORS 163.577(1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

#### 1. Excused Absences-

An absence may be excused by the administration for:

- Student Illness
- A serious family emergency
- A medical appointment which cannot be scheduled after school
- An authorized religious holiday
- A pre-arranged absence
- Family vacations during school days are highly discouraged.

#### 2. Pre-Arranged Absences-

Pre-arranged absences require advance notice in writing. Failure to follow proper procedures may result in unexcused absence(s).

#### 3. Unexcused Absences-

Any absences which do not fall into excused or pre-arranged categories qualify as unexcused absences. Ten days of consecutive absence will result in a student being withdrawn from enrollment.

#### 4. Tardiness-

Tardiness interrupts the learning process in the classroom. School begins at 8:00 a.m. and any student not in their class at that time will need to get a tardy slip from the office first. It is the parent's responsibility to explain in writing any tardiness to school. Failure to provide a written explanation will automatically be considered unexcused tardiness. Student illness and family emergencies are excused tardies. If your child is ill, he/she should be kept at home.

Any student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, or ineligibility to participate in athletics or other activities. Habitual absences and unexcused absences may be considered truancy.

#### *Withdrawal from School - Refer to Board Policy - JECE*

To begin the withdrawal process, a parent/guardian (unless of legal age or emancipated) must notify the registrar indicating the purpose for withdrawing. The office staff will supply the necessary forms to complete the withdrawal process. An official transcript will be sent to the receiving school upon receipt of notification of the student's enrollment.

As part of the withdrawal process all school fines **MUST** be paid and all school property must be returned prior to official information being exchanged with the new school.

#### *Lunch/Meal Time*

Free or reduced priced meals are available to families based on federal guidelines (*All students will receive free meals for the 2021-22 school year*). Applications are available in the office and are available online. Law prohibits the sharing or giving away of free and reduced-price meals. If a student qualifies for free or reduced priced meals, and brings a lunch from home, they do not qualify for free milk. The student must take a complete meal to get a free milk.

Please make sure your account is kept current. Families will receive an automated phone call when the account has a negative balance.

Payments can be made in person or online (check My Meal Time for online payments).

If you have questions please contact the Nutrition services Assistant, Melissa Pratt or Nutrition Director, Debby Webster at 503-556-4215.

#### *Check Acceptance Policy*

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash or online payment).

#### *Fundraising*

Groups, clubs and classes often raise money for their treasuries by conducting promotional sales of candy, candles, hoodies, t-shirts, etc. The following are the rules governing such sales:

1. All promotional sales campaigns must be cleared with the Principal's office prior to starting.

2. Sales may take place before or after school, during lunchtime, or on weekends.
3. Sales are not permitted during class time.
4. Food items may not be sold during lunchtime

#### *Pets/Animals on Campus*

Animals are not permitted on campus. If bringing an animal on campus is part of a class assignment, contact with an administrator must be made by the teacher prior to the animal's arrival to the school's premises.

#### *Visitors*

Parents/Guardians are encouraged to visit the school. All visitors must check in with the school office and be issued a visitor's pass, which must be visible at all times. Passes will also be issued to other individuals having an educationally justifiable reason for visiting the building. Unauthorized persons found on campus (trespassing) may be referred to the local sheriff's office with a notice of trespass and may be charged.

#### *Signs/Posters*

ALL signs/posters must be approved and have an administrator initial before being posted. The group/individual placing the signs is responsible for their removal within 3 school days after use.

#### *Textbooks*

Textbooks provided to students become the student's responsibility. Failure to maintain condition or return to the school will result in a bill placed in the student's file.

Books are not to be written in for any reason other than the writing of the student's name in space provided.

Students are responsible to pay for any damage or replacement of lost books. These books can be very expensive, so students are encouraged to keep track of their books by not lending them to friends. Students are required to turn books in or pay replacement cost prior to the end of the year. Students are required to return the exact books that were issued to them. Fines that are not paid will remain on record until cleared, report cards and a student's diploma will be held until the final bill is paid.

#### *Internet Rules for Students*

Internet usage, electronic mail transmissions and other use of electronic communications systems by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes.

Your rights can be limited in school though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School websites and forums are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

You do have substantial freedom of speech when you publish materials on a non-school website. For more information on your First Amendment rights see <http://www.hb-rights.org/2speech/>

# Student Chromebook Agreement

- All existing computer use policies and procedures of RSD apply for students using Chromebooks both on and off campus.
- Chromebooks must be turned in before the end of the school year (June).
- Chromebooks or Chromebook components should not be loaned to anyone other than the assigned student.
- Inappropriate use of Chromebooks will be dealt with through standard disciplinary practices.
- Removal of a student's Chromebook will only occur at the decision of the school administration or network administrator.
- Using or attempting to use sites that bypass the school filtering is against District Policies and will be dealt with through corrective procedures.
- Students must never attempt to tamper with, physically disassemble or service their Chromebook. All issues must be reported to the District.
- If a student or teacher questions whether a specific piece of software is allowed or appropriate for use on the Chromebook, they should contact the District.

## *Laptops that are Lost, Stolen or Damaged.*

There will be a \$200 fee for Chromebooks that must be replaced because they are lost, stolen or damaged. Situations where a family cannot afford the replacement fee will be reviewed on a case-by-case basis by the District.

## *Parental Permission:*

Each parent will sign this agreement prior to taking the Chromebook out of the building.

# Health and Safety

## *School Nurse*

The primary responsibility for a child's health rests with the family, but our district nurse will assist with health planning, medication administration and staff training as needed to ensure all students receive the best care possible while at school.

## *Immunizations*

A student must be fully immunized against certain diseases or must present a certificate of statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunizations will be excluded from school until he/she meets the requirements.

Parents will be notified of the reason for exclusion. Exclusion day annually in Oregon is approximately the second week in February.

## *Medications at School*

Students may be permitted to take prescription or non-prescription medications at school or at school-sponsored activities on a temporary or regular basis when necessary (See policy JHCD/JHCD-AR).

1. Requests for the District Nurse to administer medication shall be made by the parent in writing. All medication to be administered by the District is to be brought to the school by the parent in its original container.
2. Written instructions from an Oregon licensed physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of student, name of medication, route, dosage and frequency, and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the above information is included.
3. All over-the-counter medications brought to school must be accompanied by the school's medication form from the parent or guardian including the name of student, name of medication, dosage, route and frequency of administration. An Oregon licensed physician's written order is required if medication is to be given other than as the package directs. This form must be on file with the school nurse.
4. Over-the-counter medication shall be limited to eye, ear, nose, and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory, and antacids. No dietary supplements can be administered at school unless prescribed by a physician.
5. Medication not picked up by the parent within 5 school days of the end of medication period or at the end of the school year, whichever occurs first, will be disposed of by the District.

## *Head Lice*

Students will be checked for head lice with a parent or district referral only. If live lice are found, parents will be notified and treatment instructions will be provided. Students will be allowed to remain at school at the discretion of school staff. It is advisable that parents remove all nits from their student's hair to prevent re-infestation, although this will not be a reason to exclude a child from school.



### *Communicable Diseases*

Parents of a student with a communicable or contagious disease are asked to contact the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restricted diseases will not be allowed to come to school while the disease is contagious. Qualified medical personnel confirming that the disease is no longer communicable to others in the school setting may be required to remove this restriction. This can include, but is not limited to: chicken pox, diphtheria, measles, meningitis, mumps, whooping cough, plaque, scabies, strep infections and tuberculosis. Parents with questions should contact the office.

### *Emergency Medical Treatment*

A student who becomes ill or injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness/injury, parents will be notified according to information provided on the student registration form. Parents are encouraged to update this information as often as necessary.

If the student(s) are too ill to remain at school, the student will be released to the student's parents or to another person as directed by parents on the student registration form. Under no circumstances will a child be left at home unattended.

School staff may administer emergency or minor first aid, if possible.

### *Accident/Emergency*

None of us likes to think about our children being hurt or ill, but we all know that those things happen from time to time. Please be sure that the school office has CURRENT information regarding how parents and other emergency contacts can be reached. If you work, be sure that we have your current work telephone number, and please let us know immediately if your telephone numbers change during the year. Students should report all accidents or injuries immediately to the supervisor on duty. In cases of serious accident or illness, we make every reasonable effort to reach the parents as soon as possible. If the injury or illness is, in our opinion, serious enough that immediate treatment is necessary and parents cannot be reached, we will either summon emergency assistance, transport to the hospital, or contact the physician listed on the enrollment card. The parent/guardian will be notified of the emergency at the earliest possible time.

### *Insurance*

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the accident insurance; (2) show proof of insurance; or (3) signed a form rejecting the insurance offer.

# Student Services

## *Special Education*

If you think your student may qualify for additional assistance because of one or more academic or behavior concerns, please contact the Special Education Department. Teachers may also refer students for an evaluation for Special Education services.

Under Public Law 94-142 students who are physically, emotionally or intellectually disabled can be assisted through the Special Education Program.

## *Section 504*

If a student is not identified under IDEA law, a 504 committee may review special service options and implement a plan.

## *Guidance*

Guidance activities assist the student in career, vocational, and educational choice. Class instruction, special instructional activities, testing with interpretation and job release support the program.

## *Gifted and Talented Education (GATE)*

The Rainier School District tests and identifies gifted and talented students who would benefit from instructional services designed for their unique needs.

To qualify, a student must be individually evaluated by a team of professionals and found to be eligible. The law requires that students who score at the 97th percentile on a nationally standardized test of academic achievement or mental ability, and who have additional behavioral, learning or performance indicators, be identified and provided programs and/or services. If a parent or guardian would like to refer their child for consideration, please contact the school office.

## *Counseling*

Students are provided services in educational and personal counseling with assistance to parents and teachers when necessary. Additional counseling with agency referral is provided to students who are having difficulties.

# Fees\*

*\*Based on board action, all fees are subject to change*

## *Athletic Participation*

Sr. High students participating in athletics will be charged \$100 for the first sport/child, \$50 for the second sport/child and beyond. There is no athletic fee to participate in Jr. High sports. The family maximum is \$500 per school year.

Payment must be received before a student will be allowed to participate. Checks are made payable to Rainier Jr/Sr High School, Rainier, OR 97048.

If a student is cut from a team or decides to quit the team before the first interscholastic contest, a full refund will be made. Pro-rated refunds will be made through the first half of the season. No refunds will be made after one-half of the contests in any particular season have been played.

*Paying the sports participation fee does not guarantee a specific position or amount of playing time.*

## *Co-curricular and Activities*

Some classes, such as Shop, Arts, Spanish, may necessitate additional fees for projects. College credit classes also have fees associated with them.

## *Pool Fee*

Students taking swimming classes and Lifeguarding will be required to pay a yearly pool fee.

## *Student Body Cards (ASB Cards)*

Students may purchase a student body card which will entitle the holder to attend school activities where student identification is required. The fee for an ASB card is \$15 yearly for high school students, \$10 for middle school students. ASB cards will be held in the office until the fee for the card is paid.

In the event a student loses his/her card he/she may request a duplicate from the office. Replacement cards cost \$5.

Students wishing to participate in extracurricular activities must purchase a student body card. To become a member of the Associated Student Body, you must purchase an ASB card. Only members are allowed to run and hold offices in the ASB charter.

\* Fees subject to change annually.

# Code of Conduct

We expect all students to **be safe, responsible, respectful, and kind at all times.**

The District has authority and control over a student at school during the regular school day, at any school related activity, regardless of time or location and while being transported in district provided transportation.

Students will be subject to discipline up to and including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials depending on infraction and grade level.

## *Harassment/Bullying/Cyber Bullying/Horseplay*

Harassment of any kind is not permitted. Students must not engage in unwanted or unwelcome verbal or physical conduct of sexual/harassment nature directed at another student or district employee. All students are expected to treat others with courtesy and respect; to avoid any behavior known to be offensive; and stop these behaviors when asked or told to stop. This prohibition applies whether conduct is by word, gesture, or sexual conduct including request for sexual favors. A substantiated complaint against a student will result in appropriate disciplinary action up to and including suspension (maximum of 10 days) and expulsion (maximum of 1 year).

Students are asked to be kind and respectful to each other. The following behaviors will not be tolerated, as it is not acceptable to:

- Call names
- Push, poke, trip or hit others
- Stare, glare or give mean looks with intent to intimidate or provoke
- Make a threatening gesture or statement
- Take or destroy someone's property
- Spread rumors or lies
- Lie to an adult with the intent to get someone else in trouble
- Use profanity or inappropriate language
- Make unkind remarks about someone, their friends or family
- Call someone fat, short, or other things with the intent to hurt feelings
- Refer to homosexuality, sexual behavior, race, or religion in a mean or put-down way
- Use electronic devices including texting/messaging to harass or disrupt the learning environment
- Snow Balls - The throwing of snowballs on school grounds is not permitted and will be subject to disciplinary action.

Students who believe they are being harassed/bullied or made to feel uncomfortable are encouraged to:

- Tell them to stop and walk away
- If it happens again, let school staff know.

Any time a student is made to feel uncomfortable, they are asked to let an adult know immediately. Staff are to report this to an administrator. Students who choose to harass others may be subject to disciplinary action.

### *Violent Language*

Statements or threats to kill someone, bringing a weapon, bomb, or fireworks to school, or any violent act, will be taken seriously. Making comments of this nature will usually result in suspension until an investigation by the school and police proves that no real threat exists. Students who make a threat may be required to see a therapist outside of the school system, at the student's parent's expense, before you can return to school. Students who know of a student who speaks of violence, makes threats, or seems intent on hurting someone or themselves, are encouraged to let a responsible adult know immediately.

### *Gangs*

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement, can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements. A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. Students in violation of the District's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

### *Restitution*

Damaging someone else's property will result in restitution. This means payment for damaged or ruined property. This includes school property as well and fines follow the student until payment is made.

### *Fighting*

Students are not allowed to fight, encourage others to fight, or physically intervene during a fight. Students who see a fight about to start are encouraged to do the right thing by notifying an adult immediately. There are no good reasons for fighting and there are consequences. Students who feel they are getting picked on and their only option is to fight are encouraged to refrain from doing so. Students are required to remove themselves from the situation and notify school staff immediately. Rainier School District policy does not allow fighting. Recording a fight with an electronic device (cell phones etc..) is not permitted and students who attempt to record such an act will also face disciplinary action.

### *Dress Code*

Students' dress shall be modest, neat, clean and in keeping with health, sanitary, and safety practices. To clearly establish this climate, the following are not acceptable at school or school-sponsored activities:

- Any clothing, jewelry or item which references gang symbols, nicknames, weapons, signs/symbols of drugs or alcohol, profanity, or swastikas.
- Any clothing or item that is a put down to self and/or others, including racial put downs, sexually demeaning pictures, words, numbers, or sexual innuendos.
- Clothing which compromises modesty. Immodest clothing such as halter tops, tube tops, muscle shirts, backless tops/dresses or see through attire. Clothing that exposes inappropriate areas including undergarments, and midriffs shall not be worn at school.
- Shorts and skirts that do not cover the mid-thigh area
- Chains. These include security and dog chains, including any form of spiked and/or studded accessories.
- Pants that sag below the hips.

### Additional Guidance:

Items of clothing must be worn in their intended manner (pants at the waist, bib straps over the shoulder, etc.). Items should be appropriately sized (belts, pants, chains).

- Shoes must be worn.
- Tank Tops: Two Finger Width or Wider
- Skirts/Dresses: Fingertip Length or Longer
- Shorts: Three-inch inseams or longer
- Masks/Neck Gaiters are for health and safety and must be worn in accordance with state and the Oregon Health Authority guidelines.
- Wallet with Chain: Must be lightweight and not exceed 12 inches.
- The following are not appropriate for the school setting:
  - Swimwear.
  - underwear showing.
  - extremes in sizing (short shorts, short skirts, etc.).
  - Bare midriff.
  - Spaghetti straps.
  - Strapless or low-cut attire.

### *Additional Dress Considerations:*

**Dress and grooming must not disrupt the teaching/learning process. The dress and grooming policy is subject to continual Board review and may be revised during the school year.**

Clothing, Jewelry, Body Art, Belt Buckles, and School Supplies may NOT depict:

- Profane or obscene language or gestures.
- Drugs (including marijuana leaves and mushrooms), alcohol, or tobacco.
- Sex: people dressed in lingerie or beachwear that is overly revealing: words, sayings, or characters, which are exploitive or are demeaning of males or females.
- Racial or religious put-downs.
- Violence.

### *Skateboards/Roller blades/Scooters/Bikes*

Hoverboards, Skateboards, Roller blades, scooters and bikes are NOT permitted on Rainier school grounds at any time. These items will be confiscated and returned only to parents

### *Confiscation*

Items that are not allowed at school, such as laser pointers, gang symbols, violent pictures or inappropriate pictures will be taken away and not returned.

### *Theft*

Students are encouraged to be careful with their things. The school takes no responsibility or liability for lost, stolen or damaged property. Marking all property with a permanent marker helps students refrain from losing their belongings including backpacks, clothes, shoes, personal calculators, and sports equipment. Many students leave their bags and binders unattended in the hall and at after school events which can lead to vandalism and theft. All students are encouraged to lock up their belongings in their locker or other safe area. Students who are found to have another student's property in their possession will be disciplined and all serious thefts will be reported to the police. Taking another student's schoolwork and turning it in as one's own is also considered theft. Damaging someone else's property

will result in restitution. This means payment for damaged or ruined property. This also includes the school's property as well, like desks, books, walls, chairs, and athletic equipment. Fines also follow the student until payment is made.

#### *Electronic Devices*

Phones, pagers, iPods, MP3 players, radios, game systems, speakers, etc. can create a substantial disruption to the education process and are only allowed during non-classroom time for JRSR High School Students (HPE students can only use devices before and after school, at all other times they must be "Off and away"). In the event a student is caught using a cell phone, the phone will be confiscated and turned into the office to be picked up by the student at the end of the day on the first offense. On the second and subsequent offenses, a parent/guardian will be required to pick up the phone. In addition to being disruptive, these items pose an extreme theft problem. The school strongly encourages these items be left at home as the school district is not responsible for their loss or damage. Students refusing to give up their cell phone or electronic device will be disciplined for defiance and insubordination. Students may receive a detention, an in-school suspension or an out of school suspension. Teachers that use the cell phone for an in-class assignment will clearly communicate when it is appropriate to use and when it is no longer appropriate. The school recommends these items should be left at home as the school district is not responsible for their loss.

#### *Public Displays of Affection*

Demonstration of affection between students is limited to hand holding or a brief casual hug at school, on the school grounds, or at school functions held on or off school grounds.

#### *Distribution of Materials*

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

#### *District Property Issued to Students/Fines*

Students are responsible for all items issued by the District, such as textbooks, instructional materials, musical instruments, library materials, technology materials and sports equipment (uniforms, helmets, etc.). Payment is required if items are lost or damaged. Simply returning items does not constitute clearance. Returned items must be the actual items issued. Fines must be paid by students to the office for loss of or damage to school property. These charges can be cleared at any time; however, failure to pay fines will result in the withholding of the student's report card or the diploma being held at the time of graduation. The assigning staff member must clear bills for returned items.

#### *Assemblies/Activities*

Assemblies are to be an educational experience like classes, and students are required to attend. Students attending an assembly are expected to conduct themselves in an orderly manner.

Acceptable conduct in assemblies includes being seated promptly and quietly, showing attention and courtesy to those speaking or performing, applauding at the appropriate time, not booing or putting feet on chairs, etc.

All students are expected to conduct themselves according to acceptable standards as representatives of the Rainier School District at all school sponsored activities, including all off-campus activities.

Good Behavior at assemblies is very important for safety and courtesy.

Please follow these rules:

- Sit where you are told, and be seated quickly
- Remain seated until staff dismiss you
- Follow the directions of all school adults
- Do not talk during the assembly
- When entering or leaving the gym, do not walk across the gym floor

Consequences for Negative Behavior

The following problem areas have been identified as those requiring behavioral intervention. In each of the instances below a parent contact will be mandatory. Other behaviors not outlined below which may be deemed unhealthy, unsafe, or disruptive to the point where learning stops may still receive logical consequences; this list is not exhaustive.

Behavioral infractions are handled on a case-by-case basis, because every situation requires a student-first perspective. When issuing consequences staff and administrators will consider a variety of factors including (but not limited to) history of behaviors, student situation, interference with educational program, standards of conduct, etc. Negative behaviors will be addressed immediately in class with warnings, reteaching, restrictions, removal, referral, parent contact, etc. When the behavior has not been improved from in-class interventions, an office referral can be submitted to a building administrator. The building administrator will consider all previous interventions and factors and consequences will be determined at a building level. Consequences could mimic classroom consequences but can also include (when available) temporary removal, in-school suspension, suspension, detention, Saturday school, alternate programming, and expulsion.

| <b>Problem Area</b>  | <b>Definition</b>   | <b>Disciplinary Action (May include)</b>   |
|--|---|--|
| Inappropriate behavior while attending school assemblies and activity events | Behavior reviewed by school administration  | Warning, attendance restriction or suspension  |
| Forgery  | Intentional falsification of materials related to attendance. Falsifications of school assignments/tests (cheating), attempting to change a bus ride with a false written request, etc. | Possible suspension  |
| Possession of tobacco or associated items                                    | Students in possession of tobacco in any form and/or associated items (vapes, pipes, paper, etc.)   | Confiscation of items, suspension, juvenile referral, and potential expulsion referral |



|  |  |   |
|--|--|---|
| Tobacco use  | The use of tobacco in any form on district property, or out-of-district school functions   | Confiscation of items, suspension, juvenile referral, and potential expulsion referral  |
| Indecent exposure  | Purposely displaying personal anatomical parts of the body in public   | Possible suspension   |
| Public display of affection  | Displays of affection beyond holding hands   | 1 <sup>st</sup> offense: warning and phone call home<br>Subsequent offenses: Possible suspension  |
| *Disorderly conduct  | Language, dress, or behavior that may be disruptive to the normal school day, may cause harm or embarrassment to others or that is not in good taste to the general public | 1 <sup>st</sup> offense: May be suspension and/or expulsion. May be referred to the police.   |
| <b>Problem Area</b>  | <b>Definition</b>  | <b>Disciplinary</b>   |
| Unauthorized use of school equipment   | Use of copy machine, shop equipment, staff computers, etc. for personal use without proper clearance   | Possible suspension and/or restitution  |
| *Obscene materials   | Creation, possession, or sale of obscene writings, drawing, etc. (such as material placed on hats, shirts, etc.) is not permitted  | Possible suspension and may be referred to police   |
| *Threat, hazing, bullying, harassment of any kind (i.e., sexual or cyber harassment) | Statements or actions which intimidates another person   | Possible suspension and may be referred to police   |
| *Unauthorized alarm use  | Setting off the fire alarm   | Suspension and may be referred to police  |
| Defiance of authority, Insubordination   | Refusal to follow the reasonable requests of school personnel  | Possible suspension   |
| Cheating/Plagiarism  | Using information from a source outside the guidelines set by the classroom teacher on an activity for credit  | Possible suspension   |
| *Vandalism (including graffiti)  | Intentional damage or destruction of objects, materials, or property belonging to the school personnel, or other persons   | Possible suspension and referral to authorities   |
| *Theft   | Taking, giving, receiving property without permission  | Possible suspension and referral to authorities   |
| Use of cell phones/electronic devices  | Any use of a cell phone/electronic device during class time.   | First offense: student loses the cell phones/electronic device to the administration and can pick it up at the end of the day. Second and |

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|  |   | subsequent offenses: a parent/guardian must come to the school to pick up the device  |
| *Assault   | Physical attack by a person or group of persons upon another student  | Possible suspension and referral to authorities   |
| *Extortion   | Demanding money or something of value from another person in return for a favor, i.e. protection  | Suspension and/or expulsion and referral authorities  |
| *Weapons possession  |   | Expulsion referral. Will be referred to police  |
| <p>A “weapon” is defined as any object which will or is designed to or may readily be converted to expel a projectile by action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. “Destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket or missile.</p> <p>Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.</p> <p>A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.</p> <p><b>Weapons in the Schools: Board Policy JFCJ</b></p> <p>Weapons and replicas (facsimile) of weapons are forbidden on school property, except for those in possession of the law enforcement officers.</p> |   |   |
| Look-alike items (weapons)   |   | The possession of any item(s) that is represented to look like a weapon is a violation. Individuals found with cap guns, starting pistols, rubber knives, squirt guns, etc. may be suspended. Students using such items while threatening, intimidating, or harassing others may be referred to the district hearing officer with an expulsion request. |
| *Distribution or abuse of a controlled substance or alcohol (including MIP by consumption), drug paraphernalia, prescription/ nonprescription medication not belonging to student,   | The distribution or abuse of alcohol or any controlled substance, drug paraphernalia, prescription/ nonprescription medication not belonging to student                 | Suspension and/or expulsion and referral authorities  |
| *Possession, use, or intent to abuse a controlled substance or alcohol (including MIP by consumption), drug paraphernalia, prescription/nonprescription medication   | The use, possession or under the influence of alcohol or any controlled substance, drug paraphernalia, prescription/nonprescription medication not belonging to student | Suspension and/or expulsion and referral authorities  |

|   |   |  |
|---|---|--|
| not belonging to student  |   |  |
| Look-alike items (substance)  | The possession of any item(s) that is arranged/packaged to look like pills, tobacco, alcohol, marijuana, cocaine, etc. is a violation. Individuals found with the bagged grass/leaves, pills without prescription, "fake" chew, etc. may be placed under suspension.  |  |
| *Arson  | Use of fire to destroy/damage or attempt to destroy/damage property   | Suspension and/or expulsion and referral authorities |
| *Assault on a staff member  | Physical attack by a person or group of persons upon a staff member   | Suspension and/or expulsion and referral authorities |
| *Violence   | <p>Violent behavior in any form, including language and physical actions, is not accepted on campus or during school functions.</p> <p><u>Name-calling</u>: name calling or teasing of individuals will be taken seriously with appropriate consequences taken up to suspension. Students are expected to treat others with respect.</p> <p><u>Physical actions</u>: pushing, wrestling, horseplay etc. – possible out-of-school suspension.</p> <p><u>Fighting</u>: Aggressive physical actions between two or more participants using actions that are intended to cause physical harm – out-of-school suspension, to include a conference with the parent/guardian before reinstatement.</p> <p>The invitation to fight, promotion to fight, or discussion to encourage fighting may result in a suspension referral.</p> <p>Students with a history of continued violent behavior, which may include any of the above, will be referred to the District Hearings Officer with an expulsion request.</p> |  |
| <p><b>*School officials have the option to notify police authorities, and in cases of major violations, may press charges. If the police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to actions by the school.</b> School officials, guided by District procedures, will cooperate with police authorities during investigations. School officials may confiscate items. Reclamation of these items, at the end of the school year, is resolved on a case-by-case basis.</p>  |   |  |
| <p><b>Suspension</b> is the temporary removal of a student from all school building(s)/property and from participation and/or attendance in or at school activities or district-sponsored events and/or activities, including athletics and access to school transportation, for not more than ten school days. A student, parent, or other person in a parental relationship shall have two school days from the school administration’s decision to suspend, in which to appeal the decision to the Superintendent or designee. The Superintendent or designee will review the written record and/or may conduct an informal hearing, and render a written decision within three school days from the notice of the appeal. A student, parent, or other person in parental relationship shall have the right to appeal the Superintendent or designee’s decision to the Board within two school days from the receipt of said decision.</p> |   |  |

*Student Grievance*

Purpose: To provide opportunity for a parent or student to express personal grievance(s) against a school district rule or procedure. Issues may include curriculum, instruction, school or classroom policies or procedures, school activities, or perceived discrimination involving equal educational opportunity. Any student may work through the following procedure:

1. Request a conference with the advisor/teacher or counselor. If in the area of athletics, first contact will be the coach.
2. Request a conference with the athletic director.
3. Request a conference with the principal (designee).
4. Request a hearing with the superintendent.
5. Request a hearing with the Rainier School District School Board of Directors.

*SUSPENSION (BOARD POLICY JGD)*

At times, it may become necessary to place a student on suspension. During a suspension the student is placed in a restricted in-school environment or referred out of school. **While under out-of-school suspension, the student is denied attendance on district property for any reason and restricted from all school functions.** (Failure to comply with all stipulations will result in an additional day added to the terms of the suspension.) Students placed on an in-school suspension are denied participation in any school activities.

Suspensions that result from student behavior that took place in non-academic situations, i.e., student functions, hallways, cafeteria, school grounds, etc. will be given the opportunity to complete class assignments.

The third suspension within a current school year or the second major suspension in a three-year period, (ORS 339.250 subsection #6) is cause for an expulsion request referred to the superintendent.

The following are listed as serious rule violations and may be cause for major suspensions or expulsion:

|                           |            |
|---------------------------|------------|
| Indecent Exposure         | Vandalism  |
| Theft                     | Forgery #2 |
| Fighting (major)          | Assault    |
| Weapons Possession        | Arson      |
| Assault on a Staff Member |            |

Controlled substance or alcohol possession or use, or drug paraphernalia possession will result in a suspension and expulsion request.

Please reference board policy for more information on student suspension or expulsion.

*Provision for Students Served on IEP's and 504's*

Students served on an IEP or 504 are subject to the same rules and disciplinary procedures. Certain provisions may be provided through the IEP process and are listed in the Parental Rights for Special Education–Notice of Procedural Safeguards brochure. This brochure is offered to all families who have students on IEPs at least annually. Copies are available from the building special education teacher.

*Right of Due Process*

All students are entitled to due process. This means no action will be taken against a student until the facts have been presented and a judgment has been made. There are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school's actions.

When a disciplinary action results in suspension or expulsion, due process of law involves three procedures.

1. Prior notification – The student and/or legal guardian is informed of school policies and procedures regarding disciplinary consequences. Prior notification includes but is not limited to education of the handbook, both formal instruction and self-discovery.
2. Specification of charges – The student and/or legal guardian is made aware of the misconduct for which the student is being accused.
3. Opportunity to respond – The student and/or legal guardian is allowed to present his/her view of the accusations and of the disciplinary action to be taken within a reasonable time frame.

### *Searches*

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administration regulation or school rule or the Student Code of Conduct is present in a particular place.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. District Officials may, at their discretion, use drug-detecting canines.

### *Student Interviews from Outside Authorities*

Special governmental agencies have the legal authority to come to school and interview our students during the school day. These agencies, most often either the police or Services to Children and Families, control this interview process. They may interview the student without school district employees present, and they may interview the student without first contacting the parents. At the school, our responsibility is to ask the representative if they are going to contact the parent, or if they wish us to contact the parent. In either instance, we will follow their direction.

Should law enforcement officials find it necessary to question students during the school day or during periods of extra-curricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

# Athletic Information

## *Sportsmanship Code*

**Objective:** To promote sportsmanship and to provide standards for proper behavior at public functions. Everyone representing Rainier, coaches, athletes, parents, and fans are expected to follow these guidelines:

1. Profanity or inappropriate gestures are prohibited.
2. All school representatives are expected to respect the rights and property of our school as well as others
  - a. Vandalism of any kind will not be tolerated
  - b. Theft of school or personal property is in violation of this code.
3. Refrain from purposely-flagrant acts.
  - a. No fighting or taking cheap shots.
  - b. No baiting opponents or opposing fans
4. Respect the rights and property of others. Theft of personal belongings (clothes, shoes, money, etc.) is in violation of this code.
5. Support your team in a positive manner. Do not demean the opposing team.
6. Respect all athletes, coaches, officials and spectators.
  - a. Do NOT “boo” when the opposing team’s lineup is announced.
  - b. No name-calling.
  - c. Do not throw foreign objects.
7. Make positive signs, such as “Go Team” which supports your team rather than signs that put down the opponent.
8. Band participation during free throws is not acceptable.

## *Parent and Fan Sportsmanship*

The school administration, district staff, coach(es) and other responsible officials of each member school shall take all reasonable measures to ensure that the school’s coaches, players, students and spectators maintain a sportsmanlike attitude during all events so that events may be conducted without unreasonable danger or disorder.

All cheers, comments and actions shall be in direct support of one’s team. Discriminatory harassment and bullying behavior will not be tolerated. (OAR 581-021-0045(1)(a)).

## *Spectator Conduct*

The following expectations regarding spectator conduct at all OSAA sanctioned events, including regular and postseason competition are provided. Those violating or threatening to violate the following Association rules or site management spectator conduct expectations, may be ejected from the premises, issued a trespass citation, excluded from sanctioned activities temporarily or permanently and/or referred to law enforcement officials.

## *Complaint Process*

The OSAA will sanction schools whom it has found negligent in the duties of reasonably protecting those involved in interscholastic activities from derogatory or inappropriate names, insults, verbal assaults,

profanity, ridicule or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self or others.

1. OSAA will acknowledge receipt of the complaint within 48 hours.
2. OSAA may prioritize the investigation of complaints based on information received.
3. Complaints deemed to be employee or student discipline matters only shall be returned to the complainant.

Matters of employment and/or employee discipline which can be best resolved through the school district's complaint process include but are not limited to: playing time, team level assignments (Varsity/JV), assignment of a student to a specific coach, equipment use, or dissatisfaction with a contract or payment term. Matters of student discipline which can be best resolved through the district's complaint process include but are not limited to: academic eligibility, drug/alcohol use, playing time or playing position, specific workout requirements, or dissatisfaction with a calendar, schedule or event location.

4. Complaints must include the complainant's name and contact information (phone and email or mailing address). Anonymous complaints shall not be considered.
5. Every effort will be made to complete the investigation process within 30 days; however, should the investigation require more time, a 30-day status update shall be provided.
6. To assist in the investigation of the complaint, complainants are asked to note the following:
  - a. Complaints are only accepted on the official online form and each section of the complaint form must be completed.
  - b. Complaints that are determined to be outside the scope of OSAA will be returned to the complainant via the contact address provided.
  - c. Whenever possible, provide first-hand accounts, with names and contact information of witnesses

#### *Sportsmanship Violations/Penalties*

When coaches, players, students, staff or spectators of any member school engage in unsportsmanlike conduct, discriminatory harassing behaviors, act in a manner disruptive to the school environment, or cause disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sponsored by this Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association and the school shall be subject to penalty. Penalties may vary depending on the actions taken by the school and/or school district during and after the event as it relates to trespassing spectators involved, removing players/coaches from the team for a period of time, requiring additional education/training, etc.

#### *Athletic Inclement Weather Policy*

The following guidelines will be adhered to when school closure or school events are affected due to inclement weather or acts of God that create unsafe conditions:

1. School Cancellation and Event Travel
  - a. Practices/open gyms can be held as OPTIONAL but ONLY if there is improvement with road conditions. Athletes will not be required to attend or be penalized for not attending.
  - b. If school is cancelled due to inclement weather, the event will remain cancelled.
2. Two-Hour Delay with weather conditions remaining or improving:
  - a. Practices and/or events can be held if: Weather or conditions remain or improve.
3. Two-Hour Delay with weather conditions deteriorating:

- a. ALL practices and/or events are CANCELLED. Exception: Practices/open gyms can be held as OPTIONAL but ONLY if there is improvement with road conditions. Athletes will not be required to attend or be penalized for not attending.

\*If a trip is considered unsafe, travel will be suspended. The school district will err on the side of caution as the district believes that no event is so important as to place students/athletes, coaches and others in harm's way.

*Inclement Weather Travel*

Before traveling to events, ALL travel must be cleared by the following:

- Bus Garage
- Athletic Director
- Principal
- Superintendent



# Hudson Park Elementary School Specific Information

## *Hudson Park Pledge*

Today is a new day at Hudson Park Elementary. I will respect myself, others and property.

I am important! I can make a difference! Today, I will do my best in and out of the classroom.

I will make positive and responsible choices. I will act in such a way that I will be proud of myself, and others will be proud of me. I came to learn, and I will learn. I am ready to give my best effort today!

**Learners for life!**

## *School Day*

The school office is open for business from 7:30 a.m. to 4:00 p.m. Monday through Friday.

The school day begins at 8:00 am and ends at 2:45 pm, with early release on Wednesdays at 12:45 p.m.

## *Registration*

All new students must register before beginning classes. Please see our online registration on our district website. In order to enroll in kindergarten children are required to be five years of age on or before September 1. State law requires children to be 6 years of age on or before September 1 to enter the first grade. Students entering school for the first time should have a physical examination and the law requires immunization (see section on “Required Immunizations”). Every school and most doctors’ offices have the necessary form, which must be completed by the examining physician.

## *Parking*

It is important that you use the Parent/Visitor parking lot. The upper lot is reserved for staff parking and bussing when needed.

## *Drop Off/ Pick Up*

Parents/Guardians picking up students after school will need to sign their child out. If you need to pick your child up before the day is over, please report to the HPE office. Otherwise please report to the Parent Pick-Up area located under the covered area.

If someone else will be picking up your child, please send written notification to the school in advance. We will require identification and for them to say the student’s release code that you provided on your child’s registration form.

## *Toys at School*

Toys are not allowed at school unless the teacher notifies you of a special activity in which students are requested to bring them (e.g., Show and Tell or a class party).

\*Please note items misused or disruptive to the educational environment will be taken away.

## *Lost and Found*

Lost and found articles are usually taken to a designated area near the office. An attempt to return items to the rightful owner is made. You can help this process by clearly marking all articles your child brings to school. You can call the school to inquire about any lost item.

### *PE Participation*

A student may be excused from participating in a required PE class by a daily note from a parent/guardian. If a long-term excuse is needed, a physician must issue it.

### *Library*

The HPE library is open to all HPE students. Students typically visit the library once a week with their class according to the assigned library schedule. Students may, with teacher permission, visit at other times during the week.

It is a privilege to check books out from the library. Failure to return books in good condition may result in suspended library privileges and student fines.

HPE coordinates loans from the RJSHS library. There is a library-to-library form that requires signatures from a parent/guardian, teacher, and a librarian. These forms are available upon request from the HPE library.

### *Staying After School*

Staff monitor the bus and car loading area until all busses have left. Once the last bus has left, there is no adult supervision. Therefore, unless a student has a supervised activity after school, that student must plan to leave the school grounds at 2:45pm Monday, Tuesday, Thursday and Fridays and 12:45pm on Wednesdays.

If a student is attending an after-school event or activity, he or she must stay in the location of the event or activity, where supervision is maintained. All school rules apply whenever a student is on District property.

### *Homework Policy*

Homework provides students with opportunities to apply learning and experience necessary practice. It is also designed to develop a certain amount of independence among students and provide an opportunity for them to take personal responsibility for their own achievement. This also promotes a home to school connection.

This being stated, however, Hudson Park Elementary fully realizes that homework activities are but one source of student learning experiences for children outside of the school day. Each extra-curricular activity (e.g., Scouts, swimming, music, Little League, etc.) provides children with educational experiences to enhance their growth and educational development.

In addition, societal influences on children must be taken into consideration. Many children at school are facing family situations dealing with unemployment, parental separation, joint custody, etc. Teachers and parents alike must be aware of the high levels of stress many children deal with on a daily basis. Homework tasks must be assigned with this in mind.

Teachers at Hudson Park Elementary also fully realize the uniqueness of each child. Whereas the guidelines in this policy are based on the typical primary and intermediate child, individual differences

among children must be expected. The importance of clear and concise communication between home and school cannot be over-emphasized especially in these situations.

*Recommended Nightly Reading Minutes*

|                       |               |
|-----------------------|---------------|
| Kindergarten          | 15-20 minutes |
| 1 <sup>st</sup> Grade | 15-20 minutes |
| 2 <sup>nd</sup> Grade | 15-20 minutes |
| 3 <sup>rd</sup> Grade | 30+ minutes   |
| 4 <sup>th</sup> Grade | 30+ minutes   |
| 5 <sup>th</sup> Grade | 30+ minutes   |
| 6 <sup>th</sup> Grade | 30+ minutes   |

Teachers should be flexible in these assignments. Children should not be required to complete the maximum amount of time each school night. On the other hand, parents need to understand that children who are off-task in class may be bringing homework that could have been completed in class, which is separate from the recommended daily reading.

*Teacher Responsibilities:*

- Promote homework activities following the guidelines stated above
- Explain and clarify assignments and provide appropriate materials when needed - Provide timely feedback for students concerning assignments
- Maintain open communication with parents and students

*Student Responsibilities:*

- Organize, complete and submit assignments on time
- Gather needed materials for homework assignments
- Plan time for completion of long-term assignments
- Maintain open communication with their teachers and their parents

*Parent Responsibilities:*

- Support his or her child's educational experience by assisting with and monitoring assignments
- Encourage his or her child to complete and turn in assignments on time - Provide a suitable place of study
- Help students develop routine home study habits
- Assist and correct but not do the actual work and notify the teacher if student experiences extreme difficulty
- Contact the teacher if he/she observes an absence of homework

- Make-up work will be provided for students at the request of a parent. All homework requests will be honored within two days. Students will have the number of days missed to complete the homework assignments. (Example: Three days missed equals three days to submit homework after a student returns to school.) (Disclaimer: Please understand not all schoolwork can be made up.)
- If the family is planning a vacation during the school year, let us know in writing at least a week in advance. We will work with the student in making up classwork, or sending along some appropriate assignments.

### *TITLE I SCHOOL PARENT INVOLVEMENT POLICY*

Parents are involved in the planning, review and improvement of the school's Parent Involvement Policy through:

- a) Parent-teacher conferences
- b) Title I parent nights
- c) Parent survey
- d) Annual May Title I Review of Program and Planning Meeting

Annual meetings are held to inform parents of the school's participation in the Title I program.

- a) Title I parent night agenda
- b) Letter from building Principal
- c) Parent/Teacher Conferences

Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare or home visit expenses to enable parents to participate in school related meetings and training sessions.

The parents are involved in the joint development of the school-wide program plan.

- a) Serve on the planning development team
- b) Notified of school-wide eligibility; a letter from the Principal

The parents are involved in the joint development of the School Improvement Plan

- a) Opportunities to participate and to offer ideas, suggestions and revisions
- b) Site Council
- c) District School Improvement Committee

The parents receive timely information about the Title I program

- a) Title I parent nights
- b) Book Fair opportunities
- c) School Newsletter
- d) Title I School Compact
- e) Teacher Contact Information

All HPE parents receive a description and explanation of the curriculum in use at the school, the forms of academic assessments and how to measure student progress, and the proficiency levels students are expected to meet.

- a) Report cards with proficiency level information
- b) Parent/ teacher conferences
- c) Back to School night

The school will aid all children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.

- a) Back to School Night
- b) Parent/teacher conferences
- c) Annual School-Wide Planning Meeting
- d) Kindergarten Round-Up
- e) Kindergarten Readiness Assessment
- f) Family Literacy Nights

The school provides parents with opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

- a) Parent/teacher conferences
- b) Title I Parent nights
- c) Annual Title I Planning Meeting

A school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students share in the responsibility for improved student achievement.

- a) Sent to all parents of participating students for review
- b) Discussed during parent/teacher conferences
- c) Included in annual parent survey
- d) Discussed at Annual Title I Planning Meeting

The school provided materials and training to help parents to work with their children to improve their children's achievement.

- a) Daily 5 handouts
- b) Title I Parent night handouts
- c) Parent Night
- d) Kindergarten Registration
- e) Parent/teacher conferences

# Rainier Jr./Sr. High School Specific Information

The school office is open for business from 7:30 a.m. to 4:00 p.m., Monday through Friday.

## *Common Expectations*

- Students arrive on time to class with the appropriate materials
- Students do their best work, assist each other and ask for help when needed.
- Students listen respectfully when the teacher is delivering instruction.
- Student planners signed by a staff member serve as a hall pass: hall passes are not granted in the first 10 minutes or the last 10 minutes of class.
- Cell phones and electronics are off and away unless it is teacher approved for learning at specified times.

## *Attendance Procedures*

Teachers will take attendance at the beginning of each class period and refer the information to the attendance office. Upon returning to school, all students who have been absent must report to the office for clearance.

1. Students have 2 days to excuse an absence, parents may excuse an absence by calling the office or sending a note. The note should include the date of absence(s), the reason for the absence(s), student name and parent signature.
2. Students 18 years of age or older who have written permission from their parent/guardian to check themselves out of school may do so if the reasons are valid. Forms are available at the office and must receive administrator approval.
3. Students are expected to be in class and ready to work when class begins. When a student has accumulated 3 tardies in the same period, the student will be assigned a detention. A notice will be sent to the student and parent/guardian of the assigned date of detention.
  - a. Tardies will restart after each quarter. After the 3rd assigned detention for tardies, other consequences could be assigned to include Saturday school, in-school suspension or out of school suspension.
4. If a student is to be absent for more than 3 days, arrangements should be made with the school office for work to be sent home.
5. When a student's absence results from a doctor's request or hospitalization, a medical release and written limitations for the student must be provided before the student returns to school.

\*If a student is absent the day of a previously scheduled test or when an assignment is due, the test and/or assignment must be taken and/or handed in upon the return to school or other arrangements must have been made in advance with the teacher(s).

\*Note: All notes are kept on file for one year following graduation and are used for signature verification. For any current year, any student having forged notes on file will be considered truant with the appropriate consequence.

### *Excused Absences*

Students are given an opportunity to complete the missed class assignments for a grade. There is no requirement to make up the time missed from school for excused absences.

### *Pre-arranged Absences*

1. Students must pick up a pre-arranged absence form from the office at least **2 days** prior to the absence.
2. Each teacher will sign the form, making comments if necessary.
3. Work should be completed ahead of time whenever possible. If work is not done prior to leaving, the student will have the same number of days as the absence within which to complete the work after returning to school.
4. Failure to follow proper procedures may result in a(n) unexcused absence(s).

### *Unexcused Absences*

1. Unexcused absences may be appealed to the administration for review within a 5-day period.
2. All missed school time from unexcused absences may be required to be made up with administrative approval. When makeup time is complete, grade credit may be received for completed work that was assigned during the unexcused absence.
3. All absences are considered unexcused/truant if not cleared within 2 school days.

### *Early Dismissal*

1. The student must check out at the office. Failure to do so may result in disciplinary action.
2. Students having appointments during school hours **are required** to bring parent/guardian permission to the office before school in the morning.
3. Students must present the “Dismissal” slip to the appropriate teacher before leaving.

## Counseling

### *Class Load*

With the exception of seniors, all students must carry a full load of 7 classes. For a senior student to be eligible for an abbreviated schedule, they must be on track to graduate and have administration approval.

### *Schedule Changes/Dropping Classes*

Schedule change will only be made prior to the first day of the semester. Changes after the first day of the current semester will only be made based upon academic placement or graduation requirements. Classes dropped after 3 weeks into the semester will be coded as an “F”.

### *Teacher Assistants (T.A.)*

An application must be filled out and signed by prospective teacher before a student is scheduled as a T.A. Only juniors and seniors may be a T.A., a student may only be a T.A. for one period per semester. Applications are available in the office.

To be accepted as a T.A., students must meet all criteria included in the contract. Failure to follow the contract may result in a failing grade.

### *Valedictorian/Salutatorian*

The valedictorian and salutatorian are announced after all grades for the 7th semester are calculated. To be eligible for these honors a student must meet the following criteria:

1. Honors diploma candidate
2. Valedictorian - highest GPA
3. Salutatorian - second highest GPA
4. GPA determined on classes taken at Rainier High School, community and 4-year colleges, challenge testing, and transfer grades from other high schools.
5. Alternative and foreign exchange students are not eligible.

### *Gatherings of Students*

Students shall be permitted to hold student meetings on school property and shall have the right to gather informally. Students who gather informally shall allow the orderly operation of the educational process to continue and observe the rights of others to pursue their activities. Additionally, student meetings shall be scheduled in advance, not create hazard to persons or property, and be sponsored by school officials or an official school club/organization. Be prepared, if a crowd is anticipated, by filing a crowd control plan in the Principal's office two weeks in advance of the meeting.

### *Bulletin*

Announcements will be read daily from the main office and posted on the bulletin board by office. Any announcements submitted for inclusion in the daily bulletin must be in writing, signed by the adult sponsor, and submitted to the office before 3 p.m. the day before they are to be read. The administration reserves the right to reject any announcements deemed inappropriate.

### *Classroom Safety*

Students will be sent to the office during class time if they are a health risk, a safety risk, or create a substantial disruption to the educational environment. Please review Code of Conduct section.

### *Closed Campus*

Students must have parent permission to leave campus for any reason. Students must check out at the school office before leaving campus. Students who violate the Closed Campus policy will be assigned Saturday School or may lose driving privileges to and from campus.



*Course Requirements by Grade*

| <b>7<sup>th</sup> Grade</b> | <b>8<sup>th</sup> Grade</b> | <b>9<sup>th</sup> Grade</b> | <b>10<sup>th</sup> Grade</b> | <b>11<sup>th</sup> Grade</b> | <b>12<sup>th</sup> Grade</b>                      |
|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|---|
| 7th Lit.                    | 8th Lit                     | 9th English                 | English 10                   | American Lit                 | 12th English                                      |
| 7th LA                      | 8th LA                      | Alg. 1                      | Geometry                     | Alg. 2                       | Government  |
| 7th Pre Alg.                | 8th Pre Alg.                | PEPS                        | Biology                      | Science-elective             | Math<br>(if SBAC/<br>essential skills<br>not met) |
| 7th Science                 | 8th Science                 | World History               | Health/PE                    | US History                   | Science<br>(optional)                             |
| 7th Social<br>Studies       | 8th Social<br>Studies       | Health/PE                   | Elective                     | Health/PE                    | Consumer<br>Finance<br>(Sr. Project)              |
| PE                          | PE                          | Elective                    | Elective                     | Elective                     | Elective  |
| Wheel/Music                 | Wheel/Music                 | Elective                    | Elective                     | Elective                     | Elective  |

*Satisfactory Progress Toward Graduation*

Satisfactory progress towards graduation requirements is defined by earning a minimum of the quantity of credits indicated on the chart below prior to the start of the specified year.

| <b>Required for<br/>Sophomore Status</b> | <b>Required for Junior<br/>Status</b> | <b>Required for Senior<br/>Status</b> | <b>Required for<br/>Graduation</b> |
|--|---------------------------------------|---------------------------------------|------------------------------------|
| 6  | 13                                    | 19                                    | 25                                 |

*Credit Recovery*

Rainier Jr/Sr High School reserves the right to establish credit recovery programs for select students. Such programs can include Summer School and off-campus options as selected by the school district. As these programs serve to recover credit, state law determines seat hours. Failure to meet these requirements will result in no credit being issued. Prior approval must be obtained to receive high school credit.

*Grade Level Placement*

To be considered for the next grade placement, freshmen must earn six credits to be considered sophomores. Sophomores need a total of thirteen credits for junior placement, and juniors must have earned a total of nineteen credits for senior status. Students will remain with the grade level and advisor for which they qualify. In many cases, individuals will “skip” a grade level placement when making up a year’s credits. The grade status will be reviewed at the beginning of each school year to determine grade placement for the entire academic year. On occasion, junior review to determine senior placement may occur at midyear. All requirements, including assigned detention, must be satisfied before placement into the next grade level.

*Students Driving on Campus - Refer to Board Policy - JHFD*

Vehicles parked on district property are under the jurisdiction of the district. Driving privileges can be revoked at any time for violation of school policies. Licensed student drivers may drive a vehicle onto the school grounds under the following conditions:

- All vehicles driven and parked on the campus during the regular school day must be registered with the school administration. Seniors may purchase a reserved parking spot.
- Non-registered vehicles will not be allowed on campus.
- Posted school, local and state traffic laws must be followed when operating a vehicle on campus. Cases of reckless driving may be referred to the local sheriff's office.
- Students are not to sit in or loiter around the vehicles.
- Students must display a parking permit, which can be picked up in the office
- While driving on campus, students must use extreme caution.
- Burn-outs are strictly prohibited and will result in lot use restriction and a complaint filed with the county sheriff's office.
- Transportation of students in the back of pickups is not permitted and will result in lot use restriction.
- Student vehicle use/parking is done at the student's own risk. The District is not liable for vandalism, theft or damage to any vehicle parked on school property.
- Refer to the chart section of the handbook for driving restrictions.
- Tow zones are marked and cars parked in the restricted zones may be towed at owner's expense.
- It is the responsibility of the student to keep his/her vehicle locked when it is parked on school property. Students have full responsibility for the security of their vehicle.
- Vehicles shall be parked only in areas designated by the principal or vice-principal for student parking. Parking or driving on grass or track is not permitted, violations will result in discipline.
- Vehicles parked on school property are under the jurisdiction of the school. When deemed necessary to search a vehicle, school officials will follow board search and seizure policies and procedures.
- Students are not allowed to move their vehicle between class periods, i.e. from student lot to pool lot.

### *Suspension of Driving Privileges*

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 10th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has more than 10 consecutive school days of absences or fifteen school days total of unexcused absences during a single semester.

Under ORS 339.254, the superintendent may request ODOT suspend a student's driving privilege or the right to apply for a driving privilege on the basis of conduct. If such a request is made, the following requirements will be met:

- The superintendent will meet with parent before submitting a request to ODOT;
- The request to ODOT will be in writing;
- The student involved is at least 15 years of age;
- The student has been expelled for bringing a weapon on school property; or

- The student has been suspended or expelled at least twice for any of the following reasons:
  - Assaulting or menacing a school employee or another student;
  - Willful damage or injury to district property;
  - Use of threats, intimidation, harassment or coercion against a school employee or another student.
- The request to suspend a student’s driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent is filing a second written request. A second request may state suspension of privilege until the student reaches 21 years of age;
- If a driving privilege is suspended the student may apply to ODOT for a hardship permit.

Non-student drivers, (except parents/guardians), are not permitted to drive on school property during school hours (8 am - 3 pm), including lunch, without special permission from the office.

Students released early are not permitted to return to campus until after regular school hours.

1. Licensed student drivers may drive a vehicle onto the school grounds under the following conditions:
  - a. All vehicles driven and parked on campus during the regular school day must be registered with the school administration. (Seniors may purchase a reserved parking spot). Non-registered vehicles will not be allowed on campus.
  - b. Posted school, local and state traffic laws must be followed when operating a vehicle on campus. Cases of reckless driving may be referred to the local sheriff’s office.
  - c. Students are not to sit in or loiter around vehicles.
  - d. Students must display a parking permit, which can be picked up in the office.
2. While driving on campus, students must use extreme caution.
  - a. Burn-outs are strictly prohibited and will result in lot use restriction and a complaint filed with the county sheriff’s office.
  - b. Transportation of students in the back of pickups is not permitted and will result in lot use restriction.
3. Student vehicle use/parking is done at student’s own risk. The District is not liable for vandalism, theft or damage to any vehicle parked on school property.
4. Tow zones are marked and cars parked in restricted zones may be towed at the owner's expense.
5. Vehicles shall be parked in only areas designated by the principal for student parking. Parking or driving on grass or track is not permitted, violations will result in discipline.
6. Vehicles parked on school property are under the jurisdiction of the school district. **Driving privileges can be revoked at any time for violation of school policies. When deemed necessary to search a vehicle, school officials will follow Board search and seizure policies and procedures.**
7. Students are not allowed to move their vehicles between class periods, i.e. from student lot to pool lot.

### *Dances*

School dances are for the social enjoyment of the students of Rainier Jr/Sr High School and their registered guests. An organization wishing to sponsor a dance may request a schedule date from an administrator. Students planning to bring a guest to any dance must obtain a guest pass no later than 3:00 p.m. on the Monday prior to the dance. No Exceptions will be made to this policy.

The following rules apply to all dances:

- All school rules apply at dances.
- Doors close 45 minutes after the dance begins (exceptions: formal dances such as senior ball/prom.) Special permission is required for persons arriving later than the doors closing.
- Guests must be grade level appropriate, i.e. junior high only attend junior high dances and high school students attend high school dances.
- After leaving the dance, a student or guest is not allowed to return.
- Students will be required to submit to a non-invasive breath analysis screening prior to being admitted to dances. Refusal to partake will not be admitted and will be asked to leave the premises immediately
- Students are expected to have transportation home available at closing time.
- All senior high dances will conclude by 10:00 p.m. Other dance times may be established with administrative approval.
- The 7th & 8th grade students may have dances/parties during the school day. More information about each dance will be announced the week leading up to the dance. At the end of the year there may be a dance sponsored by the 8th grade parents. No one but 8th grade junior high students are allowed to attend this activity.

#### *Hall Passes*

If it is necessary for a student to leave a classroom during class time, the student must have a valid hall pass. Students found in the hallways without clearance may be subject to disciplinary action.

#### *Late Start/Early Dismissal*

Students are not supervised before 7:45 am and should not be in the building before that time. If you arrive prior to that time you should be in the commons.

#### *Library*

The Rainier Jr/Sr High School library serves a variety of functions, not only as the library book collection, but also as a research and resource center. As with all libraries, a quiet atmosphere should be maintained so as not to disrupt others. It is a privilege to check books out from the collection. Failure to return library books in good condition to the library can suspend library privileges and lead to student fines.

#### *Lockers*

Students will be assigned a locker when they first enroll at Rainier Jr/Sr High School and are expected to remain with this locker unless officially changed by the office. Since the lockers are school property, the school retains the right to periodically conduct locker checks and remove any contents which do not belong to the student, or which may be deemed unlawful or harmful in any way to the welfare of that student or other students. The district reserves the right to inspect all lockers. Students do not need to be present for a locker search to occur.

Students are cautioned not to store valuables or money in the lockers since the student assumes all risks for items not in their personal possession. Students are strongly cautioned not to share combinations or lockers with others and must remain in their assigned locker. The assigned student is responsible and

liable for the locker contents and condition of the interior and exterior of the locker. Any locker damage or jammed combination will result in a fine (\$20 minimum).

#### *Search and Seizure:*

- Students are not to use school lockers for storage of weapons, drugs, or other possessions reasonably determined by the school authorities to be a threat to the safety or security of the school environment. School officials will seize such items.
- Students are not to conceal evidence of an illegal act or school violation.
- Items, which may be used to disrupt or interfere with the educational process, may be removed from the student's possession.
- Locker searches may be unannounced. However, individual students may be asked to be present.
- School lockers are the property of the school district. However, the district does not assume responsibility for lost or stolen articles from the lockers.
- District officials may, at their discretion, use drug detecting canines.

#### *Make-up Work Procedure*

On the third consecutive day of a student's absence, a homework request may be made to the office if the parent/guardian indicates that the absence will continue. Homework will be made available the day after the request is made. If the student is absent for fewer than three days, he/she must make his or her own arrangements for homework. Doing classwork and homework is crucial for academic progress, therefore students have the opportunity to complete make-up work for all excused absences. If an absence remains unexcused, the student will not be allowed to make up assignments. Students who fail to make up their work will receive no credit.

#### *National Honor Society (RHS Chapter) Selection Criteria*

Selection into the National Honor Society occurs on a yearly basis. To be considered for selection, a student shall meet the following criteria:

- Must be at least a sophomore.
- Must have a minimum 3.5 cumulative GPA.
- Must submit an activities information sheet when requested to do so. Students are then selected by a faculty committee. This selection is based on Scholarship (GPA), Leadership, Service and Character.

#### *Transcripts*

Student transcripts and diplomas may be withheld for nonpayment of fines or fees.

# Athletic/Extracurricular Activity Policy

Sponsors/coaches of extra-curricular activities may develop and enforce standards of conduct that are higher than the District general standards and may condition membership or the student's participation in the activity on adherence to those standards. The District may impose campus, classroom or club/organization rules in addition to those found in the student code of conduct.

## Objective

The objective of the athletic/activity program is the promotion of the ideals of sportsmanship, honesty, loyalty, courage, and the respect for authority. Further, the sports program will strive to teach spirit and the competitive will to win, fitness through individual sacrifice, the values of team play, and wholesome well-being through healthful and social association with other athletes while under proper leadership. Further, the participants in any sports activity shall conduct themselves in such a way as to bring credit upon their school, their team, and themselves.

## Participation

- Prior to participation in an athletic/activity program a student shall have had a physical examination by a licensed doctor and submit a completed OSAA physical form. Participants must also possess some form of satisfactory insurance coverage. The student will be responsible for completing an "Annual Interval History" (AIH) form to be presented to the athletic director before participation begins.
- A student who becomes nineteen (19) before August 15 is ineligible for interscholastic competition. A student who becomes nineteen (19) on or after August 15 shall remain eligible for that entire school year.
- All co-curricular participants are eligible for athletic participation until:
  - They fail to meet OSAA scholarship standards and all OSAA rules pertaining to participation.
  - They have been temporarily suspended by the coach, administration, athletic director and/or head coaches' panel for athletic policy violations.
  - They have been dropped from the team by the coach, administration, athletic director and/or head coaches' panel for athletic policy violations.
  - They fail one or more classes.
  - They are not on track for graduation with the required credits based on OSAA guidelines at the beginning of each school year.
    - Student's grades will be checked at every four-week grading period. Students failing any classes will be placed on academic probation for the next four weeks. While on academic probation students will be required to attend a coach sponsored after school study session until the student is no longer failing. Students will be allowed to attend practice and participate in competitions. Students not passing after the probationary period will be ineligible to participate until grade is out of the failing status. Coaches will continue to monitor. Middle school students' grades will be checked every three weeks.

- To be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below *prior to the start of the specified year.*

| Credits per Year | Required Prior to Year 2 | Required Prior to Year 3 | Required Prior to Year 4 | Credits to Graduate |
|------------------|--------------------------|--------------------------|--------------------------|---------------------|
| 6                | 4.5                      | 10.5                     | 17.5                     | 25                  |

## Music/Co-Curricular Activity Policy

Sponsors/Teachers of music activities (band and choir) may develop and enforce standards of conduct that are higher than the District's general standards and may condition membership or the student's participation in the activity on adherence to those standards. The District may impose campus, classroom or club/organization rules in addition to those found in the student code of conduct.

### The Objective:

The objective of the music program is to foster and promote the ideals of sportsmanship, loyalty, integrity, honesty, determination, and respect for authority and other groups of people or clubs/activities. The music program will strive to teach the importance of a team effort and good sportsmanship. Further, the participants in any music activity shall conduct themselves in such a way as to bring credit upon their school, their performing group, and themselves.

### Competitions:

All co-curricular participants are eligible for participation in music competitions until:

- They fail to meet OSAA scholarship standards and all OSAA rules pertaining to participation.
- They have been temporarily suspended by the director or administration for OSAA policy violations.
- They have been dropped from the class by the director or administration for OSAA policy violations.
- A student is not on track for graduation with the required credits based on OSAA guidelines at the beginning of each school year and enrolled in previously required classes that the student has failed.

## Middle School Athletic Eligibility

Middle School students who want to join an athletic team must meet academic requirements to participate. A student's grades from the preceding grade report will be used to determine eligibility. Students must be passing all classes and maintain those grades in order to participate. Grade checks will take place every three weeks; those students with failing classes will be ineligible until grades are no longer in a failing status.

Team rosters will be sent out to teachers to assist in monitoring participants' grades. Teachers are expected to keep grades updated weekly to ensure that student's grades are current. The following dates will be used for grade checks:

|  |  |
|--|--|
| Volleyball, Football, Cross-Country, Soccer  | Report card from prior year, Sept 30, & Oct 21 |
| Basketball, Wrestling, Cheer, Choir/Band     | Nov 4, 25, Dec 9, Jan 23, & Feb 20             |
| Track, Baseball, Softball, Cheer, Choir/Band | April 2, 30, & May 28                          |

An eligible student-athlete is one who is enrolled in school (in at least five classes), attending regularly and maintaining passing grades in all classes and or who is currently on academic probation.

To participate in either practices or games on a particular day, the high school athlete must have attended school for that entire day. Students need to be in school all day following an activity on the previous day. Exceptions may be made in the following cases: Nurses office clearance for no more than one period; Absences associated with the school schedule; Pre-arrangements made by the parent through the attendance office no later than 8:30 a.m. on the day of the event; Family emergency (needs Athletic Director okay). Students who participate when restricted will be required to miss the next two like-kind activities.

Coaches will maintain communication with classroom teachers to ensure that the athlete is maintaining acceptable standards in scholarship, as well as conduct, effort, and citizenship. Coaches and/or supervisors have the right to make additional rules for their activity.

Students have the responsibility of attending all practice sessions in their sport unless they have made prior arrangements with their coach. Continued absence or skipping of practice may result in suspension or dismissal from the team. Coaches will determine whether an absence is excused or unexcused. Absences because of physical disability shall be excused (but an athlete who is absent from school because of illness or injury shall also be absent from practice or athletic activity occurring on the same day. If the student is too sick and/or injured to come to school, that student is too sick and/or injured to practice or play.) Truancy shall be considered unexcused and a participant is ineligible to participate in any contest or practice until all time and work is made up. A student who is suspended may not practice or participate in any activity.

The student/athlete must ride to a school-sponsored event with his/her associated group. (Exception: In the case of a recognized family emergency, the student/athlete may be transported by the parent/guardian. The parent/guardian must inform the Principal and/or Athletic Director by direct verbal and written request.) The student/athlete must be signed out with the coach from a school-sponsored event by a parent/guardian. The student/athlete may be transported by another parent after an away event. Parents of the student/athlete must inform the Principal and/or Athletic Director by verbal and written request before departure. The student/athlete may be dropped off at the Goble Landing or at the Alston Mayer Store upon returning to Rainier High School. The student/athlete will be transferred from the bus to the parent/legal guardian only.

#### *Training and Behavior*

- Use or possession of alcohol, illegal drugs, tobacco, or their look-alikes in any form is prohibited at anytime, anywhere while participating in a sport or activity.



- Making a willing decision to remain on the premises where drugs or alcohol are being illegally consumed by minors is prohibited.
- Purposely displaying personal anatomical parts is prohibited.
- Stealing or purposely destroying school equipment or property is prohibited.
- Any misconduct, disregard of good sportsmanship guidelines, or action, which brings discredit to the school, team, or individual, may subject the violator to the conditions of this code.

Violations of any of the above rules may result in immediate suspension. If an infraction has occurred the following discipline will result:

|                |  |
|----------------|--|
| 1st<br>Offense | Suspension from interscholastic competition for three calendar weeks from the date of the infraction.<br>NOTE: After a first offense, a contract between the athlete, parent and school will be initiated.   |
| 2nd<br>Offense | Suspension from interscholastic competition for six calendar weeks from the date of the infraction. If the second offense occurs during the same sport season as the first infraction, the athlete will be suspended from that sport for the remainder of the season. His/her six-calendar week suspension will begin when he/she next turns out for a Rainier Jr/Sr High School team. |
| 3rd<br>Offense | The student will be suspended from participating in athletics for one calendar year.   |
| 4th<br>Offense | The athlete will not be allowed to compete in interscholastic athletics at Rainier Jr/Sr High School for the remainder of his/her enrollment at Rainier Jr/Sr High School.   |

Any suspension will be carried out until completed. Suspensions from a previous athletic season will carry over to the next athletic season of participation even if the season of participation occurs within a different school year. Carry-over suspensions will be fulfilled as stated by District Handbook and OSAA guidelines. To fulfill a carry-over suspension from a previous participating season, an athlete must participate for 50 percent of the next participating sports season.

*Appeal Process:*

Code violators may appeal to the Athletic Appeals Board consisting of the Athletic Director, the head coach of the sports involved (as a non-voting member), and at least three other head coaches. For any violation during an athlete’s enrollment at Rainier Jr/Sr High School, the Appeals Board shall have the authority if deemed appropriate to waive the designated suspension and substitute the following disciplinary action:

- The violator will not be allowed to compete in interscholastic contests for the first two weeks in which contests occur following the infraction. If the infraction occurs during the last two weeks of a sport season, any awards earned will be forfeited and the participation and practice penalty will carry over into the next season in which the violator participates.
- The violator must attend all practice sessions and must complete ten hours of “eligibility opportunity sessions.” Additional conditioning requirements may be established by the coach and shall continue until the violator is eligible to participate in interscholastic contests.

- For any violation of the Athletic policy during an athlete's enrollment, the Appeals Board shall have the authority, if deemed appropriate to require the completion of a Chemical Awareness and Rehabilitation program outlined by the Appeals Board and/or participation in an appropriate counseling program.

If the appeal is not granted and/or the athlete chooses not to comply with the penalty as prescribed in the appeals process, the suspension is for the designated term.

Letters and awards will be withheld when a student is suspended from participation, quits participation or does not complete any sport season. If he/she is suspended at such time as to allow the appeal process and normal penalties to occur before the end of a particular season, letters and awards may be earned and received.

### *Accidents and Injuries*

All injuries during practices or games must be reported to the coach in charge. Coaches shall not administer internal medicine and shall exercise due care in administering first aid to an injured player. All coaches are required to notify the administration of an injury as soon as possible and to file the District form within 48 hours. Parents shall be notified immediately of any injury requiring medical attention. The parents, when possible, will make the decisions concerning what course of action to follow. Only in emergencies will the coach or administrator assume responsibility. Any participant who has been to the doctor for an athletic injury must report this to the school office the following school day. Once a participant has suffered an injury that needs a doctor's attention he or she will not be considered for active participation until the doctor has signed a release form.

### *Athletic Equipment*

Generally, all competitive equipment is supplied by the school district with the exception of personal items and shoes. No equipment is to be used or worn off the school campus unless officially competing or practicing. Jerseys, jackets, etc. may be worn to school on game days to help bolster school spirit. Competition uniforms are not to be worn for physical education classes. Proper return of all equipment will be at the end of the sport season. Equipment lost by the player will be paid for by the individual at the replacement value of the lost item.

### *Athletic Age Eligibility*

A student who becomes nineteen (19) before August 15 is ineligible for interscholastic competition. A student who becomes nineteen (19) on or after August 15 shall remain eligible for that entire school year.

### *Drug Testing*

All students participating in athletics may be drug tested at the beginning of each season and may be asked to participate in a random drug test during the season. Athletes will be subject to the current district drug testing policy (JFCIA).



# Hudson Park Elementary School Title I Compact

*It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.*

## *Staff Pledge:*

I agree to carry out the following responsibilities to the best of my ability:

- ✓ Provide high-quality curriculum and instruction.
- ✓ Endeavor to motivate my students to learn.
- ✓ Have high expectations and help every child develop a love for learning.
- ✓ Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means.
- ✓ Provide reasonable opportunities for parents to volunteer and participate in their child's class.
- ✓ Provide meaningful homework assignments to reinforce and extend learning.
- ✓ Participate in professional development opportunities that support teaching and learning.
- ✓ Work collaboratively with colleagues to promote student achievement.
- ✓ Assess student progress in reading and math and adjust my instruction when needed.
- ✓ Continually work with families and my colleagues to make school a welcoming place in order to help each student achieve academic standards.
- ✓ Respect the school, students, staff and families.

## *Student Pledge:*

- ✓ I agree to carry out the following responsibilities to the best of my ability.
- ✓ Come to school ready to learn and work hard.
- ✓ Bring necessary materials to school and complete assignments/homework.
- ✓ Know and follow school and class rules.
- ✓ Ask for help when I need it.
- ✓ Read on my own and with my family every day.
- ✓ Write down assignments, do my homework and turn it in when it is due.
- ✓ Communicate regularly with parents and teachers about school experiences so they can help me be successful in school.
- ✓ Respect the school, my classmates, staff and families.

## *Family/Parent Pledge:*

- ✓ Let the teacher know if my child has any problems with learning.
- ✓ Use reading and math materials the school sends home each week to help my child make appropriate progress.
- ✓ Read to or with my child 20 minutes per day.
- ✓ Keep a list of new vocabulary, high-frequency, or word wall words introduced in class for reference at home.
- ✓ Play number games with my child every week.
- ✓ Help my child see how to use reading in everyday life.
- ✓ Be Safe Be Responsible Be Respectful Be Kind

# Acknowledgement

All students are held responsible for knowing and abiding by the regulations in this handbook. All rules and regulations apply to students during the school day, anytime a student is on school grounds, and at any school-sponsored activity, home or away.

(Return this page to the classroom teacher.)

**I have received the Rainier School District Handbook  
and (for K-6 students) have reviewed the HPE School Compact**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_